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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CIA-Department of State Overseas Security Policy and Standards Forums

FROM

Director of Security

EXTENSION

NO. OS 89-3101

DATE

17 JAN 1989

DDA/REG
LOGGED

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

1A Deputy Director for Administration
7D24 Headquarters

18 JAN 1989

X

Rae:

2.

DDA

19 JAN 1989

Nunt

The DCI tasked D/SEO for comments on the Shultz letter which requests CIA support for State's Overseas Security Policy Group. D/SEO in turn asked me for help in preparing his response to the DCI.

3.

DDA/Reg.

4.

5.

Since I am the CIA's member of OSPG, I thought it appropriate that you should respond to the DCI and the attached is that response. To satisfy D/SEO's request, I have sent him a copy of the package.

6.

7.

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Attachment

10.

11.

12.

13.

14.

15.

DDA REGISTRY

FILE: Sec-23-1-AR

Regraded Unclassified when Separated from Attachments

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DDA SUBJECT FILE COPY

19 JAN 1989



MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive DirectorFROM: R. M. Huffstutler
Deputy Director for AdministrationSUBJECT: CIA-Department of State Overseas Security
Policy and Standards Forums REFERENCE: Memorandum for DCI from Secretary of State
dated 10 January 1989, ER 89-0088

1. As indicated in the reference, the Bureau of Diplomatic Security, through the Overseas Security Policy Group (OSPG), will soon initiate a six-month review of security standards affecting the Department of State's overseas operations. Secretary Shultz has asked for assurance that CIA will be represented in this review and at such a level to ensure the full benefit of our views and expertise. I would recommend that you assure Secretary Shultz that we will participate eagerly in this policy review and provide our best counsel and experience.

2. Since the OSPG will assume a central role in the review process, you may find it helpful to review the attached OSPG Charter and acquaint yourself with its current membership and purpose. Recently the OSPG has focused on the issue of minimum overseas security standards, and has on its current agenda policy formulation regarding relationships with foreign nationals and resulting reporting requirements, and also encrypted and secure voice policy. Agency participants consist of senior representation from our physical and area security elements with appropriate staff support of Office of Security Headquarters elements.

3. I would emphasize, too, that outside the OSPG there are additional existing Community security forums that relate to overseas security in which the Agency participates. Several fall within the broad purview of the Senior Interagency Group-Intelligence (SIG-I) structure. While each has its own focus,

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in the aggregate they cover a broad range of security disciplines, overseas and domestic, and indeed provide multiple platforms for the expression of Agency interests. Specifically, these include:

Interagency Group/Countermeasures (Technical)

- Technical Countermeasures Committee
Chair: National Security Agency
Focus: Research and development with purview over COMSEC, COMPUSEC and TEMPEST.
- Technical Surveillance Countermeasures Committee
Chair: Central Intelligence Agency
Focus: Technical Security Countermeasures research and development; threat and vulnerability analysis.

Interagency Group/Countermeasures (Policy)

- Physical Security Committee
Chair: Department of State
Focus: Formulation of national policy related to the physical protection of U.S. Government personnel, facilities, information and equipment.

4. Additionally, we provide resident staff support to the Department of State Foreign Building Office (FBO) and play an active role with respect to overseas building site selection and construction security. Also, we participate in discussions and policy formulations regarding communications and computer security through the National Telecommunications and Information Systems Security Committee (NTISSC).

5. Finally, as you know, I meet periodically and informally with Bob Lamb to review any security policy issues of mutual concern to us and the Department. These get-togethers, combined with the more formal and structured meetings under the SIG-I and Community auspices, provide several forums in which to press our views and actively engage in security policy formulations.

R. M. Huffstutler

Attachments:

- A. Reference
- B. Charter

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SUBJECT: CIA-Department of State Overseas Security
Policy and Standards Forums

OS/PPS (13 Jan 89)

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THE SECRETARY OF STATE
WASHINGTON

Executive Registry

89-0038

January 10, 1989

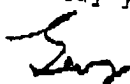
Dear Bill:

As you may know, in 1986 I chartered, and each of the member agencies approved, the creation of the Overseas Security Policy Group (OSPG), whose mandate is to develop and coordinate uniform security policies and standards for all U.S. agencies abroad. The OSPG had been meeting since 1983. The decision to give the OSPG a charter and to seek formal interagency approval for its mandate was based on a recommendation of the Inman Panel.

Since 1986, the OSPG has met regularly to review the need for embassy security standards, to reach consensus on standards in response to perceived needs, and to coordinate implementation of OSPG standards. While the OSPG was designed to bring together the senior security policy officers from each agency, representation has not always been at that level.

To assure we can be confident that security standards in place overseas provide the best possible security protection for our people, programs and facilities overseas, I have tasked the OSPG, through the Bureau of Diplomatic Security, to undertake in the next six months a full-scale review of the security standards that affect our overseas operations. As we move forward with this review, I would ask you to assure that your agency is represented in the OSPG process at a level appropriate to ensure that the OSPG will have the full benefit of your agency's expertise and views.

Sincerely yours,



George P. Shultz

The Honorable
William H. Webster,
Director of Central Intelligence.

ATTACHMENT
B

Charter

Overseas Security Policy Group

Charter

Overseas Security Policy Group

Purpose

The Overseas Security Policy Group (hereafter referred to as "the Group") is established to develop, coordinate and promote uniform policies, standards and agreements on overseas security operations, programs and projects which affect U.S. Government civilian agencies represented abroad.

Principal Agency

The Diplomatic Security Service within the Department of State shall be considered the lead organization and is responsible for chairing the Group.

Membership

Membership shall be comprised of the following agencies:

Department of State
Agency for International Development
Central Intelligence Agency
Defense Intelligence Agency
Department of Commerce
Department of Justice
Department of the Treasury
National Security Agency
United States Information Agency

Other agencies may be invited by the Chairperson to participate when issues that directly affect their operations are under consideration.

Objectives

The primary objectives of the Group are categorized and outlined as follows:

I. Review of Security Policy Formulation Groups

Review the number and extent of existing member agency working groups which are engaged in formulating overseas security policies, looking toward increased communication of ideas and elimination of duplicative efforts.

II. Budgeting and Funding

Develop uniform procedures for budgeting and funding security projects, equipment and operations which are shared or of common benefit to member agencies represented overseas.

III. Overseas Security Personnel

Confer on the selection of posts slated to be assigned professional security officer positions or Marine Security Guard detachments.

IV. Personnel and Access Controls

A. Develop guidelines for control of access to interior office spaces of official premises for U.S. citizen employees, Foreign Service National employees, U.S. citizen dependents, U.S. citizen contractors, non-U.S. citizen contractors, and others. This guidance should also delineate the degree of control required in public, non-public, controlled and non-controlled office areas and set forth determining factors upon which post-specific visitor escort policies would be based.

B. Develop and coordinate uniform overseas mission identification card standards and continuously monitor industry product developments for improved identity card systems suitable for adoption overseas.

V. Physical Security

A. After appropriate study, formulate and adopt location and physical security standards for official mission premises, including property barriers and other protective devices and appurtenances which would defeat bomb attacks and deter forced entry or clandestine physical penetration of official premises.

B. Coordinate member agency overseas security construction and renovation projects to ensure they meet adopted physical security standards. These standards need not be uniform for all agencies but may vary according to differing threat levels and mission of agency.

VI. Security and Emergency Communications

A. Establish policy setting forth appropriate standards for embassy and major consulate secure voice communications systems keyed to threat levels.

B. Develop uniform emergency communications exercise guidance for diplomatic missions.

C. Develop uniform guidance regarding telephone security.

VII. Information System Security

A. Develop common policies for the location, installation, operation and protection of classified information systems used overseas. These policies should be sufficiently flexible to cover procedures for use of Tempest and non-Tempest hardware at high, medium and low threat posts.

B. Develop and revise formal guidance to detect automated system security violations.

VIII. Technical Security

A. Establish policy which requires all embassies and major consulates to be equipped with rooms secure from electronic surveillance or other forms of technical penetration.

B. Develop and establish guidance which sets forth criteria on location of official mission facilities at high, medium and low technical threat posts.

IX. Personal/Residential Security

Review and issue uniform guidance for personal and residential security programs based on threat levels.

Organization

The Director of the Diplomatic Security Service shall chair the Group. The Chairperson shall appoint a vice-chairperson, who, in the absence of the Chairperson, shall act in lieu thereof or shall appoint an alternate.

The Chairperson may approve the establishment of specialized subgroups from among the member agencies. Subgroup chairpersons shall be appointed by the Chairperson.

An Executive Secretary of the Group shall be appointed by the Chairperson. The Diplomatic Security Service shall provide administrative support for the Group and for any subgroups.

Operations

The primary functions of the Group or subgroups shall be to formulate and develop overseas security policies and guidance for official civilian missions. Implementation of policies adopted by the Group or by any agency of the federal government represented at an overseas mission shall be the responsibility of appropriate officials of that agency.

Meetings of the Group shall normally be held monthly at the Department of State, unless an alternative location is designated by the Chairperson. Subgroups shall meet at such locations as approved by their chairpersons.

All Group and subgroup meetings shall be held in accordance with an agenda approved in advance by the Chairperson. Subject to the foregoing, recommendations, plans and procedures shall be approved by consensus together with notation of alternative views.

Special invitees may attend meetings if requested by the Chairperson.

The Group and all subgroups will report regularly on all activities, deliberations and recommendations, and shall include proposed plans and agendas for each succeeding period.

The Group will report through the Chairperson to the Assistant Secretary of State for Diplomatic Security; subgroups will report to the Group through their respective chairpersons.

Records

The records of the Group shall consist of all papers and documents pertaining to its establishment and activities including, inter alia, its charter, membership, agendas, minutes, memoranda related to its proceedings and other materials and reports it considered or issued.

The Executive Secretary of the Group will prepare the minutes of each meeting. The minutes, as a minimum, shall contain a record of all persons present, including special invitees and supernumeraries, a summary of matters discussed, including recommendations made and conclusions reached, and copies of reports received, issued or approved by the Group. The Chairperson of each meeting shall certify the accuracy of the minutes and affix an appropriate classification.

Relationship With Other Bodies

The Group may maintain liaison with other federally-sponsored organizations having related interests, if it is found to be in the interest of member agencies.

Funding

All funding necessary for the organization and operation of the Group will be charged to the Salaries and Expenses Allotment of the Bureau of Diplomatic Security or from such funds as shall otherwise be made available to that bureau for that purpose.

Representatives to the Group or to a subgroup will serve at the expense of their respective organizations.

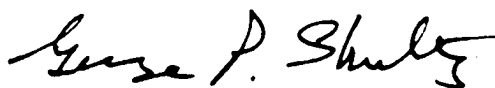
Termination

The Group will continue to function unless it is otherwise notified by memorandum by the Department of State Under Secretary for Management.

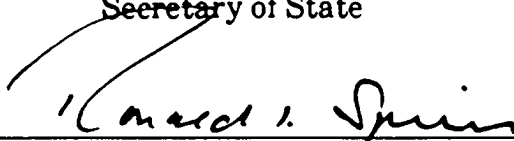
NOW, THEREFORE, this Charter shall be considered filed as of the date copies have been provided to the Department of State interests for management.

Approving Signatures

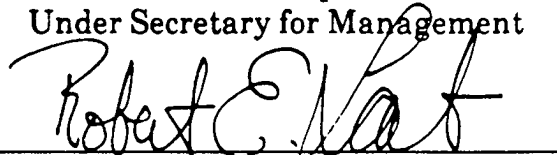
(April 15, 1986)



George P. Shultz
Secretary of State



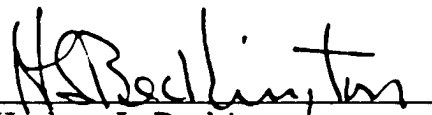
Ronald I. Spiers
Under Secretary for Management



Robert E. Lamb
Bureau of Diplomatic Security



David C. Fields
Director
Diplomatic Security Service



Herbert L. Beckington
Inspector General
Agency for International
Development

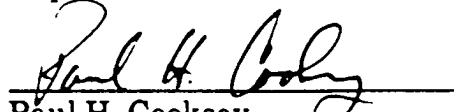
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Richard J. Kerr
Deputy Director for
Administration
Central Intelligence Agency



Alexander H. Good
Director General
U.S. and Foreign Commercial
Service

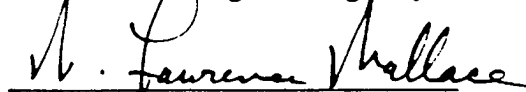
Department of Commerce



Paul H. Cooksey
Deputy Assistant Secretary for
Administration
Department of the Treasury

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Rear Admiral, USN
Deputy Director
Defense Intelligence Agency



W. Lawrence Wallace
Assistant Attorney General
for Administration
Department of Justice

Deputy Director for
Administration
National Security Agency



Woodward Kingman
Associate Director for Management
United States Information Agency